



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Drinking Water Program

**BRP WS 17 Approval to Site and Conduct a Pumping Test for a  
Source of 70 Gallons per Minute or Greater**

**Instructions and Supporting Materials**

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**Introduction**

Massachusetts Department of Environmental Protection (MassDEP) *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [www.mass.gov/dep](http://www.mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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**Permit Fact Sheet**

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**1. What is the purpose of this approval?**

The approval is to continue evaluating the water resource potential of a particular site. The necessary components of a site approval request, the site exam, and the subsequent pumping test, are described in the Massachusetts Department of Environmental Protection (MassDEP), Drinking Water Program's *Guidelines and Policies for Public Water Systems* (available at the State House Bookstore). The Drinking Water Regulations, in particular 310 CMR 22.21, govern all aspects of the source development process.

Sites are evaluated and approved or disapproved at this point because there are certain circumstances which would negate the possibility of using the site, thereby avoiding the potentially unnecessary expense associated with the pumping test. For example, the inability to own the Zone I; extremely poor water quality; and historical spills or leaks of hazardous materials are all issues that could influence the approval of the site for development. Approval of a pumping test proposal is granted after MassDEP has determined that the hydrologic and water quality information necessary to approve the source will be generated before, during and after the pumping test.

**2. Who must apply?**

Any individual, company, municipality or district intending to develop a public source of water supply serving 15 service connections or 25 individuals at least 60 days per year.

**3. What other requirements should be considered when applying for this approval?**

- Request for Determination of Applicability (Form No. 1-33310 CMR 10.99) should be filed with the local conservation commission if work is proposed within 100 feet of a wetland.
- Before applying for this approval consideration should be given to the ability to own the Zone I; and
- How the surrounding development and history may influence water quality and how the site lends itself to development.

Approvals of this type will require Massachusetts Environmental Policy Act (MEPA) Office review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Office of the Executive Office of Environmental Affairs, 251 Causeway Street, Suite 900, Boston MA 02114 (617) 626-1020. Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the MEPA Coordinator in the appropriate Regional Office.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

**4. What is the application fee?**

The fee structure associated with this approval is stated in 310 CMR 4.10(5)(x).

As of August 8, 2013 the application fee is \$4,850.

**5. Where should this application be submitted?**

Submit: a) completed **original copy** of the **MassDEP Transmittal Form for Permit Application (Do not include payment)**; b) the completed **BRP WS Application** form; and, c) one hard copy of the required supporting documentation, and (only when specifically requested) one electronic copy of the required supporting documentation in PDF format and submitted on a compact disk or other acceptable media to:

Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community> to find the mailing address for the regional office for your town. At the bottom of the address label please type: Attn: Drinking Water Program.



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**6. Where should I send the fee payment for this application?**

Submit the applicable fee payment and a **copy** of the **MassDEP Transmittal Form for Permit Application and Payment** to:

**MassDEP  
P.O. Box 4062  
Boston, MA 02211**

**7. Where can I get a copy of the timelines?**

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

**8. What is the annual compliance fee?**

Currently, there is no annual compliance assurance fee for this approval.

**9. How long is this approval in effect?**

A Site Exam and Pumping Test Approval is valid for up to two years. Failure to act within two years will require a new application for this permit.

**10. How can I avoid the most common mistakes made in applying for this approval?**

- a. Be sure all check list items are complete.
- b. Review the Drinking Water Regulations 310 CMR 22.21 and the *Guidelines and Policies for Public Water Systems* regarding what is evaluated when considering approval of a site, and what is required for conducting a pumping test. Communicate with the Drinking Water Program concerning the materials necessary for an approvable submission.
- c. Make sure that the BRP WS Application submittal package, including the Application Completeness Checklist, and the original copy of the **MassDEP Transmittal Form** is submitted to the appropriate Regional office of MassDEP. Find your region:  
<https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- d. Submit fee and *one* copy of the **MassDEP Transmittal Form** to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211. DO NOT submit your BRP WS Application package with your payment.

**11. What are the regulations that apply to this approval?**

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

**State House Bookstore  
Room 116  
Boston, MA 02133  
617-727-2834**

**Where can I get copies?**

**State House West Bookstore  
436 Dwight Street  
Springfield, MA 01103  
413-784-1376**



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**Application Completeness Checklist**

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**Application Completeness Checklist**

- Please complete this Application Completeness Checklist and attach to the BRP WS Application submittal package.
- The MassDEP Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- Questions have been completed on BRP WS Application form.
- A signature of the appropriate PWS official has been included.
- A Massachusetts Registered Professional Engineer or other individual meeting the qualifications of Section 1.0 of the *Guidelines and Policies for Public Water Systems* has prepared the application, signed and stamped it.
- A letter of authorization has been completed if signature of the design engineer or other agent is being used on the application.
- The Certification Statement has been signed.

**The following items must be included as part of the application package:**

- Location and log of exploratory wells (depth, yield, lithology) and at least two stratigraphic cross-sections of the aquifer material.
- Results of chemical and volatile organic compounds (VOC) water analyses.
- A characterization of land uses around the well including:
  1. A map showing:
    - (a). current land uses and zoning;
    - (b). approved water withdrawals, registered or permitted by the Drinking Water Program;
    - (c). surface water features (including wetlands);
    - (d). initial estimate of Zone II or Zone III; and
    - (e). existing and potential sources of contamination in the Preliminary Zone II or Zone III.
  2. Discussion/evaluation of impacts from existing and potential sources of contamination to the new water supply.
- A surveyed site plan showing the Zone I. The plan must show the location of all production wells, observation wells, staff gauges, piezometers, etc. within the Zone I. This plan must show all property lines and identify ownership of all property within the Zone I.
- For test wells installed at potential production well sites, the following must also be provided:
  1. water quality analysis results;
  2. estimate of well yield; and,
  3. well log and as-built construction diagram.
- Site Screening Worksheet



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- Water Conservation Plan
- Alternative Analysis
- Discussion of community's strategy for adopting and implementing municipal controls meeting 310 CMR 22.21(2), and/or a strategy for meeting the Best Effort Requirement 310 CMR 22.21(1).
- Pumping Test Proposal including:
  1. planned pumping rate of test (recorded every two hours);
  2. planned duration and discussion of stabilization of test;
  3. planned step-drawdown test;
  4. planned barometric readings (if applicable);
  5. plan showing observation/monitoring well locations (include ambient well) and staff gauges;
  6. observation well water level measurement frequency (drawdown and recovery);
  7. location of discharge point;
  8. precipitation measurement plan;
  9. types of water quality sampling and name of state or EPA certified lab along with frequency and locations of sampling;
  10. required permits (ie. Water Management, Wetlands, Natural Heritage Endangered Species Program, Local Conservation Commission, Army Corps, etc.);
  11. discussion of wetlands stratigraphy and wetlands monitoring if applicable; and
  12. Zone II or Zone III methodology.

**To submit the application package:**

- Checklist items have been completed.
- Send the completed application form, one copy of the required supporting documentation, and the **original copy** of the MassDEP Transmittal form to:  
MassDEP  
\_\_\_\_\_ \* Regional Office  
Attn: Drinking Water Program  
\*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- Send fee of \$4,850 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with a **copy** of the MassDEP Transmittal Form to:

MassDEP  
P.O. Box 4062  
Boston, MA 02211